

## **Arts and Artifacts Indemnity Program: Domestic Indemnity How to Apply**

Please read these instructions carefully before completing your application. Only applications which provide thorough answers to each question can be considered for a Certificate of Federal Indemnity. No indemnification agreement may be entered into unless a completed application has been received in accordance with the provisions of Public Law 94-158 (20 USC 973).

If you have questions about eligibility, the content of your application, or the Indemnity Program, please contact:

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## **How to Prepare and Submit Your Application for Indemnity**

Applicants must submit their applications electronically through Grants.gov, the federal government's on-line application system. The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on the deadline date (January 6, 2009 for Certificates of Indemnity that may be issued as early as April 1, 2009; and July 1, 2009, for Certificates that may be issued as early as October 1, 2009).

We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

In addition to applying through Grants.gov, applicants must submit one set of visual documentation directly to the Arts Endowment. Details on the visual documentation that is required are provided at the end of these instructions. This material must be postmarked (or show other proof of mailing) no later than January 7 (for applicants under the January 6 deadline) or July 2 (for applicants under the July 1 deadline). We provide this extra business day to allow applicants time to receive and include with their mailed material a copy of the notification from Grants.gov that confirms their electronic submission and provides the Grants.gov Tracking Number.

## **Register with Grants.gov OR Renew/Verify an Existing Registration**

All applicants must be registered with Grants.gov in order to submit their application. If your organization has already registered with Grants.gov, verify the registration and make sure that all of the information is up to date. [Your organization's registration with the Central Contractor Registry (CCR) – part of the Grants.gov registration process – must be renewed each year or it will expire.] Make certain that the individual who will be submitting this application is registered as an Authorized Organization Representative (AOR) and has a Username and Password.

Organizations that are not already registered should allow at least two weeks to complete this process. The Arts Endowment has created an [easy-to-follow checklist for registering](#). Step-by-step instructions for registering also are available at [Get Registered](#).

**If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system**, call the Grants.gov help desk at 1-800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov Web site at [Applicant Help](#). The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

You do not need to complete the registration process to download the application package and to prepare your material. However, you will need your Username and Password that you obtain during the final step of the registration process to submit your application.

## **Prepare your application materials**

1. Verify your software.

**You must have a version of Adobe Reader that is supported by Grants.gov (a small, free software program) installed on your computer before you download your application package from Grants.gov.** Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "[Download Software](#)" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. To apply under the July 1, 2009 deadline, click on the link below to go to the application package on Grants.gov.

## DOWNLOAD

### Funding Opportunity Number: 2009FCAHDOM2

This will bring you to the “Selected Grant Applications for Download” screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.**

3. Save the application package (using the “Save” button at the top of the form) to a location on your computer or network where you can find it readily. **Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location.** You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application.

4. Open the application package. In the “Application Filing Name” box, enter your organization’s legal name.

In the “Mandatory Documents” box, you will see two forms: the Application for Federal Domestic Assistance/Short Organizational Form (SF-424) and the Attachments Form. You must move these two forms to the “Mandatory Documents for Submission” box before you can open and complete them. Once moved, the two forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the **“Open Form”** box OR you can scroll down your screen and you will come to each form in succession.

You can move around within and between forms by scrolling, or by using the small blue arrows or the “Next” or “Previous” buttons at the top of the forms. Do **not** use the Back Button at the top of your screen as this will take you out of the Grants Application Package altogether.

5. Clicking on the **“Close Form”** button at the top of a screen will capture your information and return you to the “Grant Application Package” screen. Before closing the “Grant Application Package” screen, click on the “Save” button and respond “Yes” to the message, “The File already exists. Replace existing file?” to make sure that your most recent information is saved.

## Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

All asterisked (\*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Items 1 and 2 have been pre-populated. Item 3, *Date Received*, will be filled in automatically with the date that you submit your application; leave this field blank. Item 4 has been pre-populated.

### *SF-424 Question 5. Applicant Information:*

a. *Legal Name*: Enter the legal name of the nonprofit organization or government entity applying for indemnity as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. If an exhibition is being shown at several institutions, one institution should apply on behalf of all participants. The Federal Council requires that the applicant must have previously organized at least one exhibition containing loans borrowed from one or more public or private collections.

b. *Address*: Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 should be used only when a Suite or Room Number or other similar information is a necessary part of your address. In the Zip/Postal Code box, enter your full 9-digit zip code (you may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/).)

d. *Type of Applicant*: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. *Employer/Taxpayer Identification Number (EIN/TIN)*: Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. *Organizational DUNS*: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the Central Contractor Registry as part of the Grants.gov registration or your application will be rejected.

g. *Congressional District*: Enter the number of the Congressional District where the applicant organization is located. Use the following format: two-character State Abbreviation-three-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two digit state/territory abbreviation and "-000." If you need help, visit the House of Representatives Web site at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

*SF-424 Question 6. Project Information:*

- a. Project Title: Enter the title of the exhibition.
- b. Project Description: In two or three sentences, provide a concise description of your exhibition. Include the subject matter of the exhibition, the type of objects in the exhibition (paintings, sculpture, manuscripts, etc.), the individual responsible for organizing the exhibition, and the exhibition catalogue author(s).
- c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for the period for which you are requesting indemnity coverage. The time period of indemnity begins on the date that condition reports are prepared prior to initial packing at the lenders' premises. Coverage includes the time the objects are in transit and while they are on exhibition. Indemnity coverage ends on the date that condition reports are prepared upon return to the lenders' premises or the place designated by the lender.

Note: The Federal Council rarely approves indemnity coverage for a time period greater than two years.

*SF-424 Question 7. Project Director*: Provide the name of the person responsible for organizing the exhibition. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

*SF-424 Question 8. Primary Contact/Grant Administrator*: Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any indemnity agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field. If this individual is the same as the Project Director, you may just check the "Same as Project Director" box.

*SF-424 Question 9. Authorized Representative*: Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.

By clicking the "I Agree" box at the top of Item 9, this individual certifies that:

- The information contained in this application, including all attachments and supporting materials, is true and correct.
- The valuations for the objects to be indemnified are accurate and represent current fair market values to the best of his/her knowledge.
- The dated loan agreements, including U.S. dollar valuations and agreement to Federal indemnity, will be in his/her hands prior to packing and shipping of indemnified items.

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

## **Instructions for the Indemnity Narrative (Attachment 1 of the Attachments Form)**

### **How to Use the Attachments Form**

You will use the Grants.gov Attachments form to attach your Indemnity Narrative. You can create your narrative using any word processing software. When you have completed the document, save it to your computer and convert it to a PDF document before attaching. Please follow these instructions:

1. Label all pages clearly with your organization's legal name and "Indemnity Narrative." Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.
2. Convert your file to PDF (portable document format) before attaching. Using PDFs allows you to preserve the formatting of your document so it can be presented to reviewers exactly as you intend.
3. Name your file before you attach it to the Attachments Form. The name of the file should indicate the name of your organization or a recognizable acronym followed by "Indemnity Narrative" (e.g., "ABCOrganizationIndemnityNarrative.pdf").
4. When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." **You will use the Attachment 1 button only.** Leave all remaining Attachment buttons blank. Click on this button and you will be able to choose the file from your computer that you wish to attach.
5. If you try to view your attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

**Your narrative must address each of the following items. Please use the boldfaced numbers and headings below to organize your response.**

**1. Places and Dates of Exhibition**

Include dates and the specific sites, cities, and states where the exhibition will be viewed. If indemnity coverage is requested to begin or end at a site other than the lender's premises, indicate specific sites and dates. If indemnified objects are to be placed in storage between exhibition sites, give dates and the facilities to be used.

The Federal Council generally limits indemnity coverage for a single exhibition to five (or fewer, depending upon the type and condition of the objects) venues. The Federal Council requires that venues for indemnified exhibitions must have successfully hosted at least one previous museum-caliber exhibition. Indemnity should not be requested for inaugural exhibitions in new buildings or substantially renovated spaces.

**2. Total Number and Value of Objects to be Indemnified**

- (a) Total number and value of United States-owned objects for which indemnity is requested.
- (b) Amount of private insurance premium which would be required to cover objects for which indemnity is requested.
- (c) Source of that insurance premium estimate.

**3. Total Number and Value of the Entire Exhibition**

- (a) Total U.S. dollar valuation for all objects in the entire exhibition (include indemnified and non-indemnified objects).
- (b) Total number of objects in the entire exhibition.

**4. Exhibition Significance**

State the significance and the educational, cultural, historical, and/or scientific value of the objects to be indemnified and of the entire exhibition in which the indemnified objects will appear. Explain how the risk to the objects is justified by the purposes of the exhibition.

**5. Packing, Shipping, and Security Arrangements**

Should a Certificate of Indemnity be awarded based on this application, you must notify the Indemnity Administrator **IN ADVANCE** of any changes affecting the time

period, list of objects, or packing, shipping, security, and storage arrangements, as stated in this application, so that the Certificate can be amended.

Any changes in arrangements which affect the specifications described in this application should be submitted to the Indemnity Administrator for authorization by the Federal Council. The Council will NOT be responsible for any loss or damage to an indemnified object occurring as a result of an unauthorized change.

Indemnity is intended to cover objects in exhibitions for which the most professional and thorough care in packing, shipping, climate control, and security arrangements is provided. This section is a critical part of the application and will be examined very closely. In order for these arrangements to be assessed, it is essential that you state as completely as possible the policies, procedures, techniques, and methods to be employed with respect to the following (use the headings below to organize your response):

(a) Packing arrangements at premises designated by the lender(s).

Give the names of the institutions and companies responsible for the initial packing and crating of the objects from the location(s) designated by the lenders, and describe the packing specifications.

(b) Shipping and security arrangements during transport.

Indicate the shipping and security arrangements for the objects during transport, including the initial assemblage, points of transfer (between sites), and return to the lenders. The Federal Council requires that couriers accompany all shipments, unless exceptions are approved in advance. Include names (or titles) of couriers and the names of primary shipping companies (or their agents) to be used.

(c) Packing and shipping arrangements for especially fragile objects.

For objects considered to be especially fragile and vulnerable to the hazards of travel, such as oversized works, oil on wood panel paintings, or objects comprised of multiple media, specify what special precautions are to be taken with respect to packing, shipping, handling, and installation to minimize the risk of damage.

For oil on wood panel paintings, describe the climate conditions at the lenders' premises and how that environment will be maintained throughout the exhibition tour.

Give values, accurate descriptions of present conditions (including names and qualifications of individuals responsible for making the assessment), and your means of verifying the satisfactory condition of those objects prior to the initial packing for this exhibition.



(d) Condition reports.

- i. Indicate provisions for providing condition reports at the following points, giving the name or title of the person(s) responsible for filing the report:
  - 1) Immediately prior to packing and shipping from the location(s) of the lender(s).
  - 2) Immediately upon delivery and inspection at each location of borrower(s).
  - 3) Immediately prior to packing and shipping from each location of borrower(s).
  - 4) Immediately prior to packing and return shipping to location(s) of lender(s).
  - 5) Immediately upon delivery and inspection at location(s) of lender(s).

If storage facilities are to be used, indicate provisions for providing condition reports, as appropriate.

All reports in 1) through 5) above must be made during the time period of indemnity.

- ii. Actual submission of condition reports to the Federal Council with the application is not required. However, an applicant may choose to provide a condition report for an especially fragile object as evidence of its stability. If a condition report is included with the application for indemnity, please include it here. In the event of a claim for loss or damage to an indemnified object, it is expected that condition reports will be available for the Federal Council's inspection.

**Note:** If a Certificate of Indemnity is awarded, it is the responsibility of the indemnitee to confirm the stability of the objects for travel and, if necessary, to assure the Federal Council at any time during the indemnity time period that the condition of the objects corresponds to the initial condition report. This may be accomplished by a reasonably accurate, current photograph or, preferably, by inspection by a qualified staff member of the indemnified institution. If photographs are used they should clearly demonstrate physical condition and be so certified by the lender.

(e) Climate control conditions (at exhibition sites and storage facilities).

Describe the climate conditions at each exhibition site (the specific place in the building where the exhibition will take place) and at each storage facility in terms of:

- 1) Temperature: give degrees and range.
- 2) Relative humidity: give percentages and range.
- 3) Means of controlling the climate.
- 4) Light levels: give range in foot-candles.

Describe what special precautions are to be taken for objects most susceptible to damage as a result of fluctuations or extremes in humidity or temperature (such as wood objects, furniture, etc.).

If any objects are light sensitive, such as works of art on paper, textiles, etc., indicate the estimated number of foot-candles of lighting to which they will be exposed at each site. (The Council recommends that the level not exceed ten foot-candles for such objects.)

(f) Security arrangements (at exhibition sites and storage facilities)

Describe the security arrangements at each exhibition site (the specific place in the building where the exhibition will take place) and at each storage facility, including:

- 1) The number of guards assigned to the exhibition area.
- 2) The number of guards on duty while the exhibition is **not** open to the public (the Council generally requires that there be 24-hour guards for indemnified exhibitions).
- 3) Electronic surveillance.
- 4) Fire protection measures (also indicate if there are wet or dry sprinklers in exhibition galleries and storage areas).
- 5) General installation plans related to security for individual objects, including the use of vitrines, stanchions or pedestals, barriers for unglazed or unvarnished works of art, or any other protective measures not already described.
- 6) Any other pertinent security arrangements.

**SHOULD A CERTIFICATE OF INDEMNITY BE AWARDED FOR THIS EXHIBITION, IT WILL BE BASED ON THE DETAILS PROVIDED IN THIS SECTION. IF AN INDEMNIFIED OBJECT IS LOST OR DAMAGED, INDEMNIFICATION MAY BE INVALID IF SECURITY PROVISIONS ARE DIFFERENT THAN THOSE STATED IN THIS APPLICATION.**

If a Certificate of Indemnity is awarded, each participating institution must submit to the Indemnity Administrator a letter from the Chief of Security of the institution, endorsed by its Director, within 30 days of the opening of the indemnified exhibition at that site. This letter must certify that security arrangements are still as stated in the approved application.

(g) Indicate the maximum value of indemnified objects to be transported in a single instrumentality of transportation.

The Federal Council permits a maximum of \$80 million per instrumentality of transportation. However, in special circumstances, the Council may limit the amount allowable to **less than** \$80 million.

## **6. Other Insurance Arrangements**

The Arts and Artifacts Indemnity Act provides for a:

- \$50,000 deductible for exhibitions from \$75 million up to \$125 million in value.
- \$100,000 deductible for exhibitions up to \$200 million in value.
- \$200,000 deductible for exhibitions up to \$300 million in value.
- \$300,000 deductible for exhibitions up to \$400 million in value.
- \$400,000 deductible for exhibitions up to \$500 million in value.
- \$500,000 deductible for exhibitions above \$500 million.

There is a minimum of \$75 million value per exhibition for eligibility. There is a maximum limit of \$750 million coverage per exhibition.

Please state the insurance or other arrangements including the name(s) of insurance companies to cover the deductible and any amount in excess of the amount to be indemnified.

## **7. Financial Arrangements**

- (a) List the sources of assured or anticipated support to be used to cover the general expenses of organizing the exhibition. If you anticipate significant corporate sponsorship for the exhibition and have related commercial agreements or understandings, please describe or attach copies of such agreements.
- (b) Describe the nature and amount of any loan fees or other contractual arrangements (in excess of \$10,000 for the entire exhibition), including retail agreements, with lenders to the exhibition.

## **8. Previous Losses**

Describe all losses over \$5,000 to permanent or loaned collections (whether or not a claim was filed) incurred by the applicant and each participating institution during the three years prior to submitting this application. Similar losses at storage facilities during the past three years must be documented and explained. For each loss include:

- (a) Date of loss/damage.
- (b) Nature and cause of loss/damage.
- (c) Appraised value(s) of lost/damaged item(s) before and after loss.
- (d) Indication of whether there was litigation to determine blame or negligence.

Note: Should additional losses be incurred by the applicant or any of the participating institutions after this application is submitted, please notify the Indemnity Administrator to update this section.

## **9. Accreditation**

State whether or not the applicant institution and participating institutions are accredited by the American Association of Museums. Accreditation is not required in order to receive an indemnity. However, if an applicant or participating institution is not accredited, the Federal Council reserves the right to request a statement from the institution describing its procedures for handling loss or damage.

## **10. Third Party Opinions**

It is the responsibility of the applicant to have lender values confirmed by experts other than members of the applicant institution's professional staff or those directly involved with the exhibition. Give the name and title for each expert consulted and a brief statement that establishes his or her expertise and qualifications. This information will be used in conjunction with Questions 11 and 12.

## **11. Object Identification and Valuation**

Provide a numbered list of all objects for which indemnity is requested. Your document must follow this format:

Number	Object Type	Object Description	Lender	1) Lender Value 2) 3 <sup>rd</sup> Party Opinion	Sources of Valuations

Include the following information for each object to be indemnified:

- (a) Number: Start with number one. The number here must correlate to the number of this object in the visual documentation that you submit.

- (b) Object Type: Painting, drawing, photograph, ceramic, sculpture, furniture, jewelry, clothing, scientific instrument, manuscript, etc. (Indemnity does not cover frames or cases unless specifically itemized.)
- (c) Object Description: Artist, title, date, medium, support, dimensions, and accession number of the lending institution. If the borrower does not agree with the lender's attribution to an artist, please so indicate.

Indicate if an object contains more than one part (e.g., a pair of earrings). If an object is described as a pair or set, it is the responsibility of the applicant to advise the lender of the Council's policy regarding loss of a part of a pair or set (see Clause 7 of the Certificate of Indemnity).

In addition:

- For *collages*, identify the medium of each collage element.
- For *manuscripts*, indicate the number of pages, and the number and size of illuminations or illustrations.
- For *books*, give the date of the edition and, if possible, the rarity (i.e. the number of known copies), and describe any annotations or associations.
- For *prints* and *photographs*, give the date of the print and indicate whether or not the print was made by the artist or photographer.
- For *oversized three-dimensional works of art*, give the weight of each object.

Note: For reasons of risk, the Federal Council is generally opposed to indemnifying oil on copper paintings, pastels, lacquer objects, certain types of glass (including enamels), works on parchment or vellum, marquetry, frescoes, and other fragile objects. Oversized works and oil on wood panel paintings will be reviewed on a case by case basis. (For oil on wood panel paintings, the Council expects detailed answers to Question 5 (c).) The Council may determine that these objects be moved to the list of non-indemnified objects. Oil on single wood panels larger than two feet by three feet will not be indemnified.

- (d) Lender: **Full name** of the lender and the institution or individual's city and state of residence. Private lenders must be identified by name, city, and state of residence. Any objects owned by a curator of this exhibition must be listed under Question 12 "Identification of Non-Indemnified Objects."
- (e) U.S. Dollar Valuation: On this form, include: 1) lender value (rounded to the nearest dollar); and 2) third party opinion on the lender value (see (f) below).

The list of objects and valuations is included in the Certificate of Indemnity and will be the basis for determining the amount of a claim payment.

- (f) Sources of Valuation: Include 1) name and title of individual originating the valuation (owner, lender, etc.); and 2) name and title of the third party confirming the original valuation (appraisal expert, curator, museum director, etc.).

Note: Objects owned by the applicant or participating institutions may not be indemnified while on exhibition at the lender's premises. Such objects may be included in Question 11 for coverage while in transit or while on exhibition at other participating institutions.

## **12. Identification of Non-Indemnified Objects**

This information is necessary for the Federal Council to determine the educational, cultural, historical, or scientific value of the exhibition as a whole. Using the formatting instructions for Question 11, provide a separate list, beginning with number one, of all objects to be included in the exhibition for which indemnity is **not** requested. For (d) Lender: if a private lender does not wish to be identified, indicate "private lender." For (e) OPTIONAL: U.S. Dollar Valuation: applicants are strongly encouraged to provide U.S. dollar valuations for any or all objects in this section. This information is reviewed to help confirm values given in Question 11. Applicants who do not furnish U.S. dollar valuations for non-indemnified items may be requested to do so.

## **Submit Your Proposal**

1. When you have completed your application (i.e., the SF-424 and the Attachments Form with your Indemnity Narrative have been completed and saved), click the **Check Package for Errors** button at the top of the Grants.gov menu screen. This will alert you if you have left any required fields on the forms incomplete. This will not check the accuracy of your information or whether you have attached your narrative. Correct any errors and click **Save** to save your application package again. When your required fields are complete, you will receive the message, "Validation Passed."
2. If you want a hard copy of your completed application, clicking the **Print** button will print out the SF-424 form. For a hard copy of the Indemnity Narrative that you are attaching to the Attachments Form, you will have to print this out separately.
3. Click the **Save & Submit** button. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet. **You will be**

**prompted to provide your Grants.gov Username and Password that you obtained during registration.**

4. Click the “Login” button. This will bring you to the “Application Submission Verification and Signature” screen. If everything looks accurate, click the “Sign and Submit Application” button. Grants.gov will put a date/time stamp on your application. Your application must be stamped no later than 11:59 p.m., Eastern Time, on your deadline date. If you do not want to submit the application at this time, click the “Exit” button. You will be returned to the previous page where you can make changes to your material or exit the process.

***NOTE:*** *If it appears that your submission is not being successfully transmitted to Grants.gov (e.g., you do not receive a confirmation screen), it is possible that your application actually was submitted. You can check if your submission was successful by seeing if you have received the e-mail notifications from Grants.gov detailed below or by calling the Grants.gov help desk. Do not try to submit your application again until you have verified that your submission was unsuccessful. If the application was not submitted successfully, close your connection to Grants.gov and resubmit. This can happen for a number of reasons, such as heavy usage on the Grants.gov system or security settings on your computer or your firewall.*

5. After you hit the “Sign and Submit Application” button, you will receive two notifications from Grants.gov:

a. First, you will receive confirmation that your application was received by the Grants.gov system. This confirmation will include the Tracking Number assigned to your application. Print out a copy to include with the material that you mail to the Arts Endowment. The Tracking Number also will be e-mailed to your Authorized Organization Representative (AOR).

b. Soon thereafter (generally within two business days), you will receive notification as to whether your application was successfully validated by Grants.gov. You may include this in lieu of the confirmation with the material that you mail to the Arts Endowment. If there are any errors in your application (e.g., the DUNS number on your application does not match exactly the DUNS number in your registration), it will be rejected and not delivered to the NEA. If Grants.gov rejects your application and the deadline has not yet passed, you can correct the error(s) in your application and resubmit.

You can also track the progress of your application by using your Username and Password to log in to the Grants.gov system and clicking on “Application Status.”

You cannot make any revisions to your application through Grants.gov once it is submitted. After the application is submitted, you must inform the Indemnity Administrator directly of any changes.

## **Application Material to be Submitted by Mail**

In addition to the material that you submit through Grants.gov, you must mail the following items to the Arts Endowment. Your application package will not be considered complete without these items:

1. A copy of the Submission Confirmation or validation e-mail from Grants.gov that includes your Grants.gov Tracking Number.
2. One set of photographs or color photocopies of each object for which indemnity is requested. Clearly label and number the visuals to correspond to the numbers that you used in the list for Question 11.
3. A CD of up to twelve images in JPEG file format that shows highlights of the exhibition. We will not accept slides. A brief script must be attached to the disc, with the numbers used in Question 11. Digital images on CD:
  - Must be in JPEG format. Do not submit TIFFs, PDFs, Word, or Access files, or any other non-JPEG formats.
  - Must not exceed 2 MB per image.
  - Should have a maximum image size of 800 pixels x 600 pixels.
  - CD must be in MS Windows readable format

Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the review of your work. The Arts Endowment may copy or digitally convert work samples to facilitate review. By submitting these images, you are giving the Arts Endowment permission for reproduction and dissemination for this purpose.

Label your package as noted below. Mailed material must be postmarked (or show other proof of mailing) no later than January 7, 2009 (for the January 6 deadline) or July 2, 2009 (for the July 1 deadline).

Alice M. Whelihan  
Indemnity Administrator  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW.  
Washington, DC 20506

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail



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\*\*\*\*\* **Reporting Burden** \*\*\*\*\*

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